



City of Riverside
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: III-9 Effective Date: 9/95

SUBJECT: **DRUG AND ALCOHOL TESTING POLICY FOR GENERAL UNIT
EMPLOYEES WITH COMMERCIAL DRIVER'S LICENSES**

PURPOSE:

To establish a policy to provide for drug and alcohol testing of employees who are required to have a commercial driver's license.

GENERAL BACKGROUND:

The City of Riverside ("the City") recognizes that its employees are its most important resource. This outlines the City's policy regarding drug and alcohol testing for individuals required to have a commercial driver's license ("CDL") in order to accomplish the following goals:

1. To provide a safe working environment for City employees;
2. To protect the safety of persons and property;
3. To provide the highest quality of public service;
4. To promote efficiency and productivity;
5. To prevent loss of public confidence and damage to the City's reputation;
6. To encourage employees who are concerned about their alcohol and/or drug use to voluntarily seek assistance;
7. To provide reasonable accommodation to those employees whose drug and/or alcohol problem classifies them as disabled under federal and/or state law;
8. To comply with the Federal Highway Administrative regulations for Drug and Alcohol testing that became effective January 1, 1995.

DEFINITION(S):

Drug abuse is defined as:

1. The excessive use of lawfully obtained prescription drugs or over the counter drugs when such use substantially impairs job performance, alters behavior and/or creates a risk to the health and/or safety of the employee or others; and/or
2. The use of illegal drugs or controlled prescription drugs obtained unlawfully.

Alcohol abuse is defined as:

1. Using or possessing alcohol on the job.
2. Consuming alcohol within 4 hours of performing safety sensitive functions.
3. Employees who have an alcohol concentration of 0.02 or greater while performing safety-sensitive functions.

POLICY:

The City, pursuant to the Federal Highway Administration regulations, effective January 1, 1995, requires all individuals possessing commercial drivers' licenses be tested for drugs and/or alcohol when performing safety sensitive functions under the following conditions:

1. Pre-employment or transfer into such a position (drug testing only);
2. Where there is a reasonable cause/suspicion that an employee is impaired by the use of drugs or alcohol;
3. After a major accident involving a commercial vehicle;
4. Upon an employee's return to duty after testing positive for drugs and/or alcohol;
5. Random testing;
6. Follow-up testing after it has been determined that an employee has tested positive for alcohol or drug use.

If a test shows that the employee is under the influence of drugs or alcohol, the employee may be eligible for treatment or rehabilitation. Positive test results may result in disciplinary action, up to and including termination. Pre-employment drug tests are subject to the Personnel Policy and Procedure Drug Test Policy III-7.

In addition, the following shall apply to employees who are affected under this policy.

1. Employees who have a Commercial Driver's License for exclusive use outside City employment will not be tested for drug and/or alcohol under the policy.
2. Overtime crews will be balanced to include employees necessary to drive safety sensitive equipment.
3. For departments/divisions where it is not necessary for all employees to have a Commercial Driver's License, employees, in order of seniority, may elect to have the license. *If there are not enough employees to meet the department/division needs, the department/division may require an employee, beginning with the least senior employee, to obtain a license.*
4. Individuals who have problems covered under the Americans with Disabilities Act who request reasonable accommodation, shall be considered under the American with Disabilities Act.
5. An employee may be considered for another equal or lesser classification, if they voluntarily relinquish a driver's license which is required for their classification. *This action may result in a demotion to the top step of the salary range of the new classification.*
6. Employees who test positive for drugs and or alcohol may use accrued sick leave and vacation while they are participating in rehabilitation programs prior to being released to return to work. Employees who have exhausted their sick or vacation accruals shall be eligible for leave of absence without pay based on substance abuse professional's treatment plan.
7. The City of Riverside is not responsible for the costs of medical treatment for employees who test positive for drugs and/or alcohol. *Employees may use options provided under their medical coverage.*
8. Discipline will not occur the initial time an employee tests positive for drugs and/or alcohol. Employees who return to work and test positive for drugs and/or alcohol a second time within a five (5) year period shall be terminated from City employment.

All affected employees shall be given a copy of this policy.